

APPENDIX 1 - SUMMARY FORMATS

APPENDIX 1-A - PRE-HEARING ASSESSMENT FORMAT

OFFENSE OF CONVICTION _____
INSTITUTION: _____
NAME: _____
REG. NO.: _____
DATE OF BIRTH: _____
MONTHS IN CUSTODY: _____ AS OF _____
SENTENCES (LENGTH/TYPE): _____
PAROLE ELIGIBILITY DATE: _____
FINES: \$ _____ [] COMM [] NON-COMM
[] TWO-THIRDS [] STAT. MR] DATE: _____ (WHICHEVER DATE COMES FIRST)
RESTITUTION: \$ _____
SPECIAL ASSESSMENT: \$ _____ REVIEWER: _____
DATE OF REVIEW: _____

I. PRESENT OFFENSE:

(a) The prisoner was convicted by [] plea [] trial] of:

(b) (**Describe offense behavior giving dates offense commenced/ended; note if information comes from other than PSI).

(c) The offense behavior is rated as Category _____ severity because:

II. SALIENT FACTOR SCORE: (**List mo.-yr./offense/dispo. of 5 most significant convictions/ commitments).

A=[] Subject has [] 0; [] 1; [] 2; [] 3; or [] 4 [] 5 or more] prior convictions.

B=[] Subject has _____ prior commitments of more than 30 days that were imposed prior to the last overt act of the current offense - see dispositions listed above.

C=[] Subject was _____ years old at the commencement of the [] current offense [] probation violation behavior] and has _____ prior commitments of more than 30 days.

D=[] Subject [] has no prior commitments [] was last released from a countable commitment [] less than three years prior to the current offense [] three or more years prior to the current offense]. Date of last release: _____.

E=[] Subject [] is not [] is a Probation/Parole/Confinement/Escape Status violator. (**Take this point if on any such status at any time during the current offense or if committed as a probation violator this time; and give specifics.)

F=[] Subject was 41 years of age or more at the commencement of the current offense behavior.

[] = Total Score

III. The guideline range is _____ months. [] Also, subject [] failed to appear [] escaped [] attempted to escape [] from [] secure [] non-secure [] custody [] with voluntary return in 6 days or less] which requires [0-6] [6-12] [8-16] months to be added to the original guideline range. In addition, subject committed rescission behavior classified as administrative. Guidelines established by the Commission indicate a range of [up to 8 months per drug-related infraction] [and] [up to 2 months for drug-related infraction(s)] [and] [] non-drug related infraction(s)]. Aggregate guideline range is _____ months.]

IV. OTHER SIGNIFICANT PRIOR RECORD/STABILITY FACTORS: (** *Include psychological/ psychiatric problems and any pending charges or known detainers, if applicable; drug abuse other than mentioned above; or other significant positive/negative stability factors as relevant; also include any particularly aggravating or mitigating factors concerning prior record.)

V. Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual?
If so, describe.

VI. CODEFENDANTS: [☐None] (** *If yes, give name, register number, sentence, institution, guideline data, months to be served before release, where known.)

VII. FORM USA-792, AO-235, AO-337: [☐None] (** *If present; note comments.)

VIII. PAROLE ON THE RECORD: [☐Yes] [☐No]. (** *If yes, complete VIII, IX & X.)

IX. EVALUATION: The applicable guideline range is _____ months. (** *Explain factors sufficient to warrant a decision above/below guidelines; or factors relative to placement at top/middle/bottom of guidelines; and add other comments if applicable.)

X. PANEL RECOMMENDATION: [☐Parole Effective] [☐Continue to a Presumptive Parole] after service of _____ months, [☐_____]. _____

(** * PRE-REVIEWER INSTRUCTIONS: Complete Form H-39 and refer file to RA and/or Case Analyst if Form USA-792, AO-235 or other correspondence requests notification in advance to attend hearing and/or be notified of parole decision. If the PSI is not absolutely clear on any offense behavior or salient factor score item, call or write the Probation Officer and/or U.S. Attorney (requesting Form USA-792) to clarify before completing this Assessment.)

(** * NOTE TO TYPIST: Do not type the instructions in (** *) or [☐] unless checked or marked.)

APPENDIX 1-B - FEDERAL INITIAL HEARING SUMMARY FORMAT

CASSETTE NO. _____

Offense of Conviction:

Name:	2/3 or MR Date:
Reg No:	Projected MR Date:
Hearing Date:	Full Term Date:
Institution:	Months in Custody
Examiner:	As of:
Date of Hearing:	Severity Rating:
	Salient Factor Score:
	Guideline Range:

Recommended Release on ____ **After Service of** ____ **Months**

1. The examiner has discussed the prisoner's severity rating, salient factor score and guidelines with the prisoner. The prisoner (admits/contests) the description of the offense behavior, salient factor items and/or guideline range. (Summarize the prisoner's statement; if prisoner contests any of the above information, indicate the panel's finding (e.g., the panel, after review of the record and the prisoner's explanation, finds the (SFS) to be (7).)
2. Modifications, Additions, Corrections from Prehearing Assessment: (____None) (If any changes, explain reasons for changes (e.g., new information, correction or error). Note relevant information received since pre-hearing assessment).
3. Institutional Factors
 - (a) Discipline:
 - (b) Program Achievement:
4. Fines, Restitution, Court Assessment: (____N/A) (if yes, indicate amount ordered, type of fine committed/non-committed; amount paid to date and report discussion of payment plan to satisfy order).
5. Release Plans: (Resources available; recommendation for CCC placement and/or special condition of parole; status of detainees).
6. Representative: (____ None) (a) Name; (b) Relationship; (c) Address (city/state); (d) Comments.
7. Risk: Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual? If so, describe.
8. Evaluation: The applicable guideline range is _____months. (Explain factors sufficient to warrant a decision above/below guidelines; or factors relative to placement at top/middle/bottom of guidelines; and add other comments if applicable).
9. Examiner Recommendation: (____ Continue to) (____Expiration) (____ a Presumptive Parole) (____Parole effective) (____after the service of ____months) (Continue for a Fifteen-Year Reconsideration Hearing in _____) (Month and Year)

APPENDIX 1-C - PRE-REVIEW SIH/RESCISSION HEARING
(Special Reconsideration, Reopen, Appeal, Review, Mandatory Parole, Etc.)

OFFENSE OF CONVICTION _____

NAME: _____ **REG. NO:** _____

HEARING TYPE: _____ **INSTITUTION:** _____

2/3 or STATUTORY MR DATE (whichever comes first): _____

FINES/RESTITUTION/COURT ASSESSMENT: [___ NO] [___ YES]

DATE OF PRE-REVIEW: _____

REVIEWER: _____

- I. PREVIOUS COMMISSION ACTION:** Give date of last consideration and action taken. If this is a special request (reopen or appeal), summarize the reasons given for that action.
- II. INSTITUTIONAL ADJUSTMENT AND RELEASE PLANS:** Refer to latest progress report, but summarize in 1 or 2 sentences the overall institutional adjustment. Describe any record of misconduct or outstanding program achievement. Briefly describe plans for living in the community (release through CCC, to detainer, or aftercare).
- III. MISCONDUCT DETAILS: (rescission consideration):** Guidelines (when appropriate, worksheet): Official version: the misconduct as stated by the official records. If the disciplinary committee has not concluded its proceedings at the time of the scheduled hearing, the case should be continued to the next docket.

Severity Category:

Salient Factor Score:

A =

B =

C =

D =

E =

F =

Total =

- IV. CODEFENDANTS:** List names and parole status, if known. If there are no codefendants, this paragraph need not be used.
- V. RISK:** Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual? If so, describe.
- VI. EVALUATION:** Refer to the guidelines computed at the previous hearing(s), and any reasons given suggesting a decision either above or below these guidelines. Describe reasons for any changes made in the guidelines data.

APPENDIX 1-D - REVIEW HEARING SUMMARY

OFFENSE OF CONVICTION: _____:
NAME: _____
HEARING TYPE*: _____
REG. NO.: _____
TWO-THIRDS OR STATUTORY MR DATE: _____(WHICHEVER COMES FIRST)
INSTITUTION: _____
FULL TERM DATE: _____
EXAMINER: _____
DATE OF HEARING: _____

** Hearing types may include Statutory Interim Hearings, Special Review Hearings (by reopening or appeal), and Mandatory Parole Hearings (at two-thirds of the sentence). If a Statutory Interim Hearing becomes Rescission Hearing, use the Rescission Hearing format but label the hearing as a Statutory Interim Hearing.*

- I. **PREVIOUS COMMISSION ACTION:** Give date of last consideration and action taken. If this is a special review (reopen or appeal), summarize the reasons given for that action.
- II. **CODEFENDANTS:** List names and parole status, if known. If there are no codefendants, this paragraph need not be used.
- III. **INSTITUTIONAL ADJUSTMENT AND RELEASE PLANS:** Refer to latest progress report but summarize in a sentence or two the overall institutional adjustment. If there is any record of either misconduct or outstanding program achievement, describe. Briefly, describe the plans for living in the community (including any plan for release through a CCC, release to a detainer, or for aftercare services).
- IV. **FINES/RESTITUTION/COURT ASSESSMENT:** [___N/A] (**If yes, indicate amount ordered, type of fine – committed/non-committed; amount paid to date and report discussion of payment plan to satisfy order.)
- V. **REPRESENTATIVE:** Identify and summarize statements made by a representative. If there is none, use this paragraph, but state "None".
- VI. **RISK:** Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual? If so, describe.
- VII. **EVALUATION:** Refer to the guidelines computed at the initial hearing and any reasons given suggesting a decision either above or below these guidelines. Describe reasons for any changes made in the guidelines data.

In statutory interim hearings, this section should deal only with reasons why the previously established decision should or should not be changed. In mandatory parole hearings (two-thirds of term), this section should deal only with the question of whether the inmate has seriously or frequently violated institutional rules and regulations or there is a likelihood that he will again violate the law.
- VIII. **RECOMMENDATION:** Use standard wording insofar as possible.
- IX. **REASONS:** If reasons are clearly stated on the Notice of Action Worksheet, state: See Notice of Action Worksheet. (Reasons need not be typed on summary.)

APPENDIX 1-E - PRE-REVIEW REVOCATION HEARING

OFFENSE OF CONVICTION: _____

NAME: _____

REG. NO: _____

DOB: _____

HEARING TYPE: _____

INSTITUTION: _____

PROJECTED MR DATE (if an estimate is practical): _____

FINES/RESTITUTION/COURT ASSESSMENT: [] NO [] YES

DATE OF PRE-REVIEW: _____

REVIEWER: _____

- I. **PREVIOUS COMMISSION ACTION:** State in narrative form the events which have occurred during subject's term. State the original offense and sentence, date of parole (or mandatory release or Special Parole Term) and district to which released. If released to a detainer so specify and state when subject actually began active supervision in the community.

State date Warrant was issued and place and date Warrant was executed. State date and place preliminary interview was held and describe the entries made on Forms CJA-22 and F-2 or I-16, especially whether subject admitted or denied the charges, and whether he requested a court-appointed attorney.

- II. **REVIEW OF CHARGES:** Each charge in the Warrant Application should be described and summarized separately on the basis of the documents in the file.

- III. **COMMUNITY RESOURCES AND PAROLE RISK:** State briefly the plan proposed when last released and to what extent it was carried out. Summarize briefly adjustment under supervision. Describe present plan for community living if parole (or mandatory release) is not revoked. Describe any period of custody facing subject when released from the Federal term.

- IV. **SALIENT FACTOR SCORE:** (*List month/year/offense/disposition of 5 most significant convictions/commitments).

A = [] Subject has [] 0; [] 1; [] 2; [] 3; [] 4; [] 5 or more prior conviction(s)

- 1.
- 2.
- 3.
- 4.
- 5.

B = [] Subject has () prior commitments of more than 30 days that were imposed prior to the last overt act of the current offense (see dispositions listed above).

C = [] Subject was () years old at the commencement of the [current offense] [violation behavior] and has ____ prior commitments of more than 30 days.

D = [] Subject [has no prior commitments] [was last released from a countable commitment] [less than 3 years prior to the current offense] [3 or more years prior to the current offense]. Date of last release: ().

E = [] Subject [is not] [is] a Probation/Parole/Confinement/Escape Status Violator. (*Take this point if on any such status at any time during the current offense or if committed as a probation violator is time; and give specifics.)

F = [] Subject was 41 years of age or older at the commencement of the current offense behavior.

[] Total Score

- V. **RISK:** Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual? If so, describe.
- VI. **EVALUATION:** The Parole Violation behavior is rated as Category () severity because ^ . The reparole guideline range is ^ months.

**APPENDIX 1-F - REVOCATION HEARING
SUMMARY DICTATION INSTRUCTIONS
[DICTATE EVERY TAG (EXCEPT CONDITIONAL ITEMS THAT
ARE NOT NEEDED) FOLLOWED BY THE REQUIRED INFORMATION]**

- | | |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name { <i>Last, First</i> } | 11. Hearing Type [Institution al/Local] |
| 2. Reg No | 12. Hearing Date |
| 3. Original Offense Behavior | 13. Supervision [Parole/SP/MR] |
| 4. Violation Behavior | 14. Months in Custody
{ <i>As of Date of Hearing</i> } |
| 5. Examiner { <i>Initials</i> } | 15. Custody Type
[Federal/State/Both] |
| 6. Institution | 16. Projected MR Date
{ <i>Provide if Estimate is practical</i> } |
| 7. 2nd Designation { <i>Provide only if
held at FTC Oklahoma</i> } | 17. Full Term Date |
| 8. Revoking District & Office | 18. Additional Text
{ <i>Provide explanatory text if a WARRANT WAS NOT ISSUED, or
a PRELIMINARY INTERVIEW NOT CONDUCTED, and any
additional text needed to explain items 1-17</i> } |
| 9. Warrant Executed
{Date Warrant executed or “none”
if summons issued} | |
| 10. Preliminary Interview
{Date of Preliminary Interview or
“none” if no Preliminary Interview} | |

I. Counsel & Witnesses

- Counsel Code

- 0 - None
- 1 -Christopher
- 2 - McCormick
- 3 - Other Counsel

- Other Counsel

{If Code = 3 above, provide full name and address of other counsel}

- Witnesses, Etc.

{Provide witness name(s) and addresses, and any explanatory text concerning counsel and/or witnesses.}

II. Procedural Considerations

III. Instant Warrant Information

IV. Review of Charges and Evidence Presented

{Dictate the evidentiary findings after each charge}

V. Findings of Fact and Basis

{Complete the paragraph beginning “The Commission finds that subject has committed the following violation(s):...}

No Findings and Supporting Rationale:

{Note that the text dictated in this section will appear unchanged on the NOA

Complete the paragraph beginning "The Commission makes no finding concerning the following charge(s):..."}

VI. Previous Commission Action:

VII. Fines, Restitution, Other Court Ordered Payments:

VIII. Parole Risk:

IX. Community Resources and Issues:

X. Guideline Parameters

SALIENT FACTOR SCORE

- Score Item A - Prior Convictions
- Score Item B - Prior Commitments
- Score Item C - Age at Current Offense/Prior Convictions
- 5 or more commitments [Yes/No]
- Score Item D - Recent Commitment Free Period
- Score Item E - Probation/Parole/Confinement/Escape Status Violator
- Score Item F- Older Offenders
- Total SFS Score

Pre-Reviewed [Yes/No]

- SFS information summary
{Required only if case was NOT PRE-REVIEWED}

- Severity

[One/Two/Three/Four/Five/Six/Seven/Eight]

- Violation Type Code

- 1 - Administrative**
- 2 - Criminal**
- 3 - Both**

- Severity Justification

{Required for criminal violations, optional for administrative violations.

Complete sentence beginning "Your violation has been rated as Category (1,2,...8) severity because it involved (violation type), specifically:..."}

- Guidelines for Instant Offense

{Dictate bottom to top, e.g., "24 to 36" or "100+"}

- Rescission Offense Code

0 - None

1 - Failed to Appear

2 - Escape-low (from non-secure custody with voluntary return in 6 days or less)

3 - Escape-high (other than above)

4- Other Rescission Offense

- Rescission Offense Text

{If Rescission Offense Code = 4 above, provide description of rescission offense and months to be added to original guidelines by completing the sentence "Also you have committed rescission behavior classified as administrative, specifically...}

- Aggregate Guidelines

{If Rescission Offense Code=1,2,3 or 4 above, provide aggregate guidelines by dictating bottom to top, e.g., "32 to 52" or "108+"}

- Guideline Use Code

1 - Above

2 - Below (discretionarily)

3 - Within

4 - Below (CTE)

5 - Above (Already above because of time in custody)

6 - Within, Category 8 & more than 48 months above bottom of GL

- Outside GL Justification

{If Guideline Use Code=1, 2 or 6, provide a justification by dictating only the words needed to complete the sentence "After review of all relevant factors and information presented, a decision above/below the guidelines appears warranted because...}

XI. - - Evaluation Text

{Dictate an analysis of the case with the rational and supporting logic for the recommendation dictated in the next section}

XII. Recommendation:

- Street Time Code

1 - All

2 - None

3 - Partial Street Time Text

- Partial Street Time Text

{If Street Time Code=3, provide partial street time text}

- Release Type Code

0 - Reinstate

1 - Parole Effective

2 - Presumptive Parole

3 - CTE

4 - Other Recommendation

{If Code=4 - Other Recommendation, omit the following 2 items (i.e., Months to Serve & Release Date) and dictate the third following item "Other Recommendation Text" below}

- Months to Serve

{Required if CTE, Presumptive or Effective Parole}

- Release Date

{Required if Release Type Code = 1 or 2}

- Other Recommendation Text

{Provide only if Release Type Code=4 above. In this case, provide entire text of recommendation, including months to serve and release date, as necessary}

- Condition Codes for additional conditions

{Dictate "0 - None" for no additional conditions, or dictate one or more codes on the next page, separated by commas, for standard additional condition(s). To include a non-standard condition, dictate "X - Non-Standard", and provide Non-Standard Condition Text below. If using code DP or DIP and another condition, dictate DP or DIP first.}

- Non-Standard Condition Text

{If Condition Code=X above, provide text of condition}

- Release to Community Date if Detainer is Not Exercised

{Required if Condition Code = DP or DIP above}

- Gang/Occupation Names

*{If Condition Code=N1 above (Motorcycle Gang Restriction) provide the gang names.
If Condition Code=N2 above (Occupational Restriction) provide occupation names.}*

- Next SIH {Month & Year}

- Addendum

{Dictate any needed additional text not included in the above items}

CODES USED IN DICTATION INSTRUCTIONS

- Mandatory - Text or "None" - Conditional

SPECIAL CONDITION CODES

X - Non-Standard	Special Condition other than described below.
0 - NONE	NO SPECIAL CONDITIONS
D - DETAINER	You shall be released only to the actual physical custody of the detaining authorities.
DP - DETAINER OR PLAN	You shall be released to the actual physical custody of the detaining authorities, or if the detainer is not exercised, paroled to an approved plan on <plan date>.
DI - IMMIGRATION DETAINER	You shall be released only to the actual physical custody of the Immigration and Naturalization Service.
DIP-IMMIGRATION DETAINER OR PLAN	You shall be released to the actual physical custody of the Immigration and Naturalization Service, or if their detainer is not exercised, parole to an approved plan on <plan date>.
A - BOP 500-HOUR DRUG PROGRAM	In addition, it is recommended that you complete the 500-Hour Comprehensive Drug Treatment Program as provided by the Bureau of Prisons.
1 - DRUG AFTERCARE	In addition, you shall participate as instructed by your U.S. Probation Officer in a program approved by the Parole Commission for the treatment of narcotic addiction or drug dependency, which may include testing and examination to determine if you have reverted to the use of drugs. You shall also abstain from the use of alcohol and/or all other intoxicants during and after the course of treatment.
2 - ALCOHOL AFTERCARE	In addition, you will be subject to the Special Alcohol Aftercare Condition. You shall participate in a community-based program for treatment of alcoholism as directed by your U.S. Probation Officer. You shall also abstain from the use of alcohol and/or all other intoxicants during and after the course of treatment.
3 - MENTAL HEALTH AFTERCARE	In addition, you will be subject to the Special Mental Health Aftercare Condition. You shall participate in an in-patient or an out-patient mental health program as directed by your U.S. Probation Officer.
4 - DRUG/ALCOHOL AFTERCARE	In addition, you will be subject to the Special Drug and Alcohol Aftercare Conditions. You shall participate as instructed by your U.S. Probation Officer in a program approved by the Parole Commission for the treatment of narcotic addiction or drug and/or alcohol dependency, which may include testing and examination to determine if you have reverted to the use of drugs or alcohol. You shall also abstain from the use of alcohol and/or all other intoxicants during and after the course of treatment.
5 - CCC UP TO 120 DAYS	In addition, you shall reside in and participate in a program of the Community Corrections Center as instructed until discharged by the center director, but no later than 120 days from admission.
6 - FINANCIAL DISCLOSURE	In addition, you shall make a full and complete disclosure of your financial and business activities, as required by the U.S. Probation Officer. You shall submit to an audit of your personal and business financial records, as

requested by your U.S. Probation Officer.

7 - FINE PAYMENT

In addition, you shall make a diligent effort to pay your outstanding fine and you shall provide such financial information as may be requested, by the U.S. Probation Officer, relevant to the payment of the obligation. If you are unable to pay this obligation in one sum, you will cooperate with the U.S. Probation Officer in establishing an installment payment schedule.

8 - PILOTING RESTRICTIONS

In addition, you shall not pilot any airplane or be associated with the aviation industry in any manner whatsoever.

9 - WITSEC

In addition, you shall not disclose any information relating to any individual who is currently or who has previously received services pursuant to the Witness Protection Act.

N1-MOTORCYCLE GANG RESTRICTION

You shall not associate with or ride motorcycles with any member of the <name> Motorcycle Gang or other outlaw motorcycle gang. You shall have no connection whatsoever with the <name> Motorcycle Gang or other outlaw motorcycle gang. If you are found to be in the company of such individuals while wearing the clothing, colors, or insignia of the <name> or any outlaw motorcycle gang, the U.S. Parole Commission will presume that the association was for the purpose of participating in gang activities.

N2 - OCCUPATIONAL RESTRICTION

You shall refrain from engaging directly or indirectly in the occupational activity in which you were engaged when you committed the instant violation behavior; namely <name>, unless approved by your U.S. Probation Officer or the U.S. Parole Commission.

APPENDIX 1-G - RESCISSION SUMMARY

OFFENSE OF CONVICTION: _____
NAME: _____
HEARING TYPE: RESCISSION
REGISTER NO.: _____
TWO-THIRDS OR STATUTORY MR DATE: _____ (WHICHEVER COMES FIRST)
INSTITUTION: _____
FULL TERM DATE: _____
DATE OF HEARING: _____
EXAMINER: _____

I. PREVIOUS COMMISSION ACTION: Give brief details and date of Commission action to retard the parole date.

II. MISCONDUCT DETAILS:

A. Official version: Describe the misconduct as stated by the official records. If the disciplinary committee has not concluded its proceedings at the time of the scheduled hearing the case should be continued to the next docket.

B. Inmate's comment: Summarize inmate's explanation, if any, of his misconduct, and his view of its seriousness.

III. REPRESENTATIVE: Identify representative and summarize his statements. If none, state "None".

IV. FINDINGS OF FACT: The following format (as an example) should be used for this section:

The panel finds that you have committed the following violations:

(1) You were found in possession of marijuana on 8/8/80

Basis: DHO findings dated 8/12/80.

(2) You escaped from the Denver CCC on 6/20/80

Basis: [Incident report dated 6/21/80] [Your admission to the Examiner]

(3) You were in possession of a stolen vehicle while on pass from Denver CCC on 9/9/80

Basis: [Arrest Report dated 9/9/80] [CCM report dated 9/10/80]

V. EVALUATION: Evaluate the inmate's explanation of the violations. Evaluate whether parole should be rescinded. Refer to rescission guidelines. Note aggravating and mitigating circumstances.

VI. RISK: Is the offender a more serious risk as described in Paragraph 2.20-06 of this Manual? If so, describe.

VII. FINES/RESTITUTION/COURT ASSESSMENT: [___N/A] (**If yes, indicate amount ordered, type of fine—committed/non-committed; amount paid to date and report discussion of payment plan to satisfy order.)

VIII. RECOMMENDATION:

1. relative to rescission, and
2. relative to release.

IX. REASONS FOR CONTINUANCE: (if any): If reasons are clearly stated on the Notice of Action Worksheet, state: See Notice of Action Worksheet. (Typists need not copy reasons on summary).

NOTE: Typists will include on the Notice of Action the findings of fact, the basis for each finding and the reasons for continuance.

APPENDIX 1-H - PAROLE TERMINATION HEARING

OFFENSE OF CONVICTION: _____
NAME: _____
HEARING TYPE: _____
REGISTER NO.: _____
FULL TERM DATE: _____
EXAMINER: _____
DATE OF HEARING: _____

- I. **COUNSEL OR WITNESSES:** List name and address only. Note whether attorney is court-appointed. If no attorney is present, state "None."
- II. **SENTENCE DATA:** Cite original offense, date of commitment, and date and type of release to supervision. Describe any time spent in confinement since release on the federal sentence and give total number of months under supervision in the community. In a sentence or two, highlight prior criminal record.
- III. **COMMUNITY ADJUSTMENT:** Cite district of supervision and any major changes in residence. In narrative style, describe employment history, family or marital status, including any major changes. Describe any arrests, convictions or parole violations during supervision period. If there have been no arrests or parole violations, state that fact. If there were aftercare services provided, describe participation and present status. (If there were no such services, no references to this fact need be made).
- IV. **STATEMENTS OF COUNSEL/WITNESSES:** Summarize statements made by attorneys or witnesses (if any) relative to subject's community adjustment.
- V. **FINES/RESTITUTION/COURT ASSESSMENT:** [___N/A] (**If yes, indicate amount ordered, type of fine – committed/non-committed; amount paid to date and report discussion of payment plan to satisfy order.)
- VI. **RISK:** Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual? If so, describe.
- VII. **EVALUATION:** Summarize statements made in other sections, describe releasee as a person and give basis and justification for the decision.
- VIII. **RECOMMENDATION:** Standard wording insofar as possible.
- IX. **REASONS FOR CONTINUED SUPERVISION:** Give specific language to be placed on a Notice of Action.

The following are examples only:

There is a likelihood of conduct which would violate the law because:

- (a) "You have had a record of criminal conduct during your supervision period."
- (b) "You have seriously violated conditions of your release."
- (c) "You are subject to personal pressures of (specify) which may lead to criminal conduct."
- (d) "Your association with persons involved in criminal behavior and which may lead to criminal conduct."

APPENDIX 1-I - PRE-REVIEW COMBINED DISPOSITIONAL/INITIAL HEARING

OFFENSE OF CONVICTION: _____
NAME: _____
INSTITUTION: _____
DATE OF BIRTH: _____
REG. NO. _____
NEW SENTENCE (LENGTH/TYPE): _____
MONTHS IN CUSTODY: _____
PAROLE ELIGIBILITY: _____
2/3 [] STAT MR [] DATE: _____
FINES/RESTITUTION/COURT ASSESSMENT: [__ NO] [__ YES]
DETAINER: [YES] [] [NO] []
REVIEWER: _____
DATE OF PRE-REVIEW: _____

I. PREVIOUS COMMISSION ACTION: (original sentence)

A. Offense and Sentence Data: Describe offense behavior giving dates offense commenced/ended; note if information comes from other than (PSI).

B. Parole Data, Warrant Data, Violator Term Balance:

II. CURRENT VIOLATION:

A. Offense: The prisoner was convicted by (plea)(trial) of:

B. Sentence Data:

C. Review of Warrant Charges:

III. SALIENT FACTOR SCORE: (List month/year/offense/disposition of 5 most significant convictions/commitments.)

A = [] Subject has () prior convictions.

- 1.
- 2.
- 3.
- 4.
- 5.

B = [] Subject has () prior commitments of more than 30 days that were imposed prior to the last overt act of the current offense.

C = [] Subject was () years old at the commencement of the [current offense] [probation violation behavior] and has ___ prior commitments of more than 30 days.

D = [] Subject [has no prior commitments] [was last released from a countable commitment] [less than 3 years prior to the current offense] [3 or more years prior to the current offense]. Date of release ().

E = [] Subject [is not] [is] a Probation/Parole/Confinement/Escape Status violator. ()

F = [] Subject was 41 years of age or older at the commencement of the current offense behavior.

[] Total Score

- IV. **OTHER SIGNIFICANT PRIOR RECORD/STABILITY FACTORS:** (**Include psychological/psychiatric problems, if applicable; drug abuse other than mentioned above; or other significant positive/negative stability factors as relevant; also include any particularly aggravating or mitigating factors concerning prior record).
- V. **CODEFENDANTS:** [___None] (**If yes, give name, register number, sentence, institution, guideline date, months to be served before release, where known).
- VI. **FORM USA-792; AO-235; AO-337:** [___None] (If present; note comments.)
- VII. **RISK:** Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual? If so, describe.
- VIII. **EVALUATION:** The offense behavior is rated as Category () severity because ^ . The guideline range is ^ . [Also, subject [failed to appear] [escaped] [attempted to escape] [from] [secure] [non-secure] [custody] [with voluntary return in 6 days or less] which requires [0-6] [6-12] [8-16] months to be added to the original guideline range. Aggregate guideline range is ^ months.]

APPENDIX 1-J - COMBINED DISPOSITIONAL REVOCATION/INITIAL HEARING SUMMARY FORMAT

OFFENSE OF CONVICTION: _____

NAME: _____

HEARING DATE: _____

REG. NO.: _____

INSTITUTION: _____

D A T E O F B I R T H : _____

SEVERITY CATEGORY: _____

SFS: _____

GUIDELINE RANGE: _____

DETAINER: _____

IN CONTINUOUS CUSTODY: _____

RELEASE TO COMMUNITY RECOMMENDED AFTER SERVICE OF _____ **MONTHS**

EXAMINER: _____

I. PREVIOUS COMMISSION ACTION (Original Sentence):

a. Offense and Sentence Data (length and type)

b. Parole Data (type of release/date of release/number of days remaining to be served/date warrant issued/date warrant executed – if executed)

II. CURRENT VIOLATION:

a. Offense (give offense of conviction and description of the offense behavior)

b. Sentence Data (length/type/parole eligibility date/MR date/FT date)

c. Review of Charges (see instructions in Appendix 1-F (Revocation Summary))

d. Other (e.g., codefendant information/Forms 792/235/337)

e. Prisoner Version and Comments

III. FINDINGS OF FACT:

a. Note findings and basis (see instructions in Appendix 1-C (Revocation Summary))

b. Rate the offense severity giving reasons for the rating.

IV. SALIENT FACTOR SCORE:

A = [] Prior Convictions/Commitments: Subject has () prior convictions

B = [] Subject has () prior commitments of more than 30 days. (list year/offense/disposition of 5 most significant convictions/commitments and summarize thereafter)

C = [] Subject was () years old at time of current offense and has ____ prior commitments of more than 30 days.

D = [] Subject (has) (does not have) a recent commitment-free period of three years: (describe as applicable)

E = [] Subject (is) (is not) a Probation/Parole/Confinement/Escape Status Violator this time: (describe as applicable)

F = [] Subject was 41 years of age or older at the commencement of the current offense behavior.

Prisoner (admits) (contests) factual basis of the salient factor score items. (summarize prisoner's explanation):

V. OTHER SIGNIFICANT PRIOR RECORD/STABILITY FACTORS: (psychological/psychiatric problems; drug abuse other than noted above; or other positive/ negative stability factors as relevant including any particularly aggravating or mitigating factors concerning prior record)

VI. INSTITUTIONAL FACTORS:

(a) Discipline

(b) Program Achievement

VII. RELEASE PLANS: (note what resources are likely to be available upon release, with consideration given to recommending CCC placement and/or adding special conditions of parole where advisable)

VIII. COUNSEL/WITNESSES/REPRESENTATIVE: (give name, relationship, address and comments of each)

IX. FINES/RESTITUTION/COURT ASSESSMENT: [___N/A] (**If yes, indicate amount ordered, type of fine – committed/non-committed; amount paid to date and report discussion of payment plan to satisfy order.)

X. RISK: Is this offender a more serious risk as described in Paragraph 2.20-06 of the Procedures Manual? If so, describe.

XI. EVALUATION: Note applicable guideline range and explain factors sufficient to warrant a decision above/below guidelines; or factors relative to placement at top/middle/bottom of guidelines. Note any comments/recommendations.

XII. PANEL RECOMMENDATION: Regarding revocation; credit for street time; release on the new federal sentence; commencement of the unexpired portion of the original sentence; release on the unexpired portion of the original sentence.

XIII. REASONS:

For Revocation: PLEASE COPY FROM FINDINGS OF FACT SECTION OF THE SUMMARY
For Continuance: PLEASE COPY FROM THE REPAROLE GUIDELINE WORKSHEET